



Senior Clerk - Temporary

Details

Job ID : 480

Title : Senior Clerk - Temporary

Job Code : 203

Salary : \$100.00 (Daily)

Grade : 2

Tenured : NO

Job Departments

- Court Services - Clerk Services

Purpose

Responsible for providing services of a deputy clerk in a time of vacancy or absence of adequate staff in various Circuit Clerk offices

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : Retired and at least 2 years related experience

Job Required Knowledge

- Shall have a minimum of two (2) years experience commensurate with the position to be filled
- Must be retired at the time of application to the Program for more than thirty (30) days pursuant to applicable state retirement guidelines

Job Duties

- Entry of accurate data into the Court of Justice case management system
- File and retrieve legal documents and court records
- Notify counsel of record/parties as necessary
- Issue driver's licenses and state identification cards
- Assist public concerning the status of court cases
- Attend court and serve as a bench clerk
- Collect fines and fees as necessary
- Other duties as assigned